Search Methods in WestlawNext Canada

WestlawNext Canada offers a variety of search methods to ensure that your online research is efficient and effective. Simply choose the search method that will best meet your needs.

Plain Language Searching

Use the search box located at the top of the WestlawNext Canada Home page to perform a plain language search of the Primary Sources, Commentary and Court Documents.

1. Enter your search into the search box using simple descriptive terms.

2. Select Search. Results appear ranked according to relevance.

   **Note:** Although AND, & (ampersand), OR, or a phrase within quotation marks are Boolean connectors, they will **not** automatically trigger a Boolean Terms and Connectors search. For more information see below.

Variations on Word Forms

**Plurals and Possessives**

Enter the singular form of a term to automatically retrieve the plural form. This is true for all regular and most irregular plurals. Examples: **computer** retrieves **computer, computers; woman** retrieves **woman, women.** You can turn off plurals or equivalents of a particular word by placing the # symbol in front of the term. Example: To retrieve **damage** but not **damages** enter **#damage.** Also, you enter the non-possessive form of a search term to automatically retrieve the singular and plural possessive forms.

**Compound Terms**

A compound term may appear in various ways in documents; it may be hyphenated, or it may appear as one word or two words. To retrieve all forms of a compound term use its hyphenated form. If you do not include hyphens you will not retrieve all variant forms. Example: **good-will** retrieves **good-will, good will, goodwill.**
Boolean Terms & Connectors Searching

If you would like to run your search as a Boolean Terms & Connectors search, you can:

- Include recognized Boolean connectors (/s, +s, /p, +p, /n, +n, %, !, *, #) in your query.
- Preface your search with the adv: command. Example: adv: picketing and (mall "shopping centre")
- Select Advanced located next to the Search button to access a search template with pre-defined fields to help build your query. See page 3 Advanced Searching for more information.

Grammatical Connectors
- /p The search terms must appear in the same paragraph (hearsay /p utterance)
- +p The first search term must precede the second term in the same paragraph (appeal +p held)
- /s The search terms must appear in the same sentence (design /s defect)
- +s The first search term must precede the second term in the same sentence (attorney +s fee)

Numerical Connectors
- /n The search terms must appear within n terms of each other, where n is a number from 1 to 255 (support /3 payment)
- +n The first search term must precede the second term by n terms, where n is a number from 1 to 255 (capital +3 gain)

Root Expander (!)
To search for words with multiple endings, use the root expander. For example, enter object! To retrieve object, objected, objection, and objecting.

Universal Character (*)
To search for words with variable characters, use the universal character. For example, enter withdr*w to retrieve withdraw and withdrew.

Exactly as Typed (#)
To search for a word exactly as you entered it, use the # symbol. For example, #damage to retrieve damage but not damages.

BUT NOT Connector (%)
You can exclude documents that contain certain terms by using the BUT NOT connector (%). WestlawNext Canada excludes everything that follows the BUT NOT connector in your search. For example, the query tax taxation % income /3 tax taxation retrieves any document that contains the terms tax or taxation, but excludes documents where those terms appear within three words of income.

Order of Processing
Connectors are processed in the following order: Phrase, Or, Numerical, Sentence, Paragraph, And, But Not. Parentheses can be used to change the order of the search.
Searching Specific Content

1. Select the content you want to search from any Home page (including any Source Subscription page). Example: Cases and Decisions. A tab appears above the search box to indicate the content you are searching.

2. Enter your search into the search box and select Search. Alternatively, you can select Advanced to retrieve a customized template with pre-defined fields. See Advanced Searching below for more information.

Combining Browsing and Searching

At any point while browsing WestlawNext Canada content, you can enter keywords into the search box located at the top of the page to search the categories displayed. At the sub-category level you can select the Specify content to search option, which provides checkboxes that you can use to narrow your search within the selected sub-categories. The tab located above the search box indicates the content you are searching.

Advanced Searching

Use Advanced to retrieve a customized template with pre-defined fields.

1. Select the content-type you wish to search. A tab appears above the search box to indicate the content you are searching.

2. Select Advanced from the top of the page (see Figure 2 above). The customized template appears.
3. Limit your query by using the various fields and/or drop-down lists and selection boxes.
4. Select Search.

Note: As you enter your search criteria, watch your query being built in the search box at the top of the page.

Where can I find Help?

- Contact Technical Support (7:00am – 9:00pm ET, except holidays) at: 1.800.387.5164
- Contact Research Support (8:30am – 5:00pm ET, except holidays) at: 1.800.387.5164
- Access online Help at the top of any WestlawNext Canada page.
- Go to: www.carswell.com/learning to access User Guides, Quick Reference Cards and video tutorials or to sign up for a live public Webinar facilitated by a Carswell Certified Professional Learning Consultant.
- To learn more about WestlawNext Canada go to: www.westlawnextcanada.com.